
Internal Appeals Procedure

This policy is complementary to other policies relating to examinations including

- National Qualifications and External Exams
- Reviews of Marking
- Enquiries about Results
- Non-examination assessments policy

It is also complimentary to other College-wide policies, including:

- Complaints and Appeals policy

Purpose

Certain components of GCSE, GCE and other qualifications that contribute to the final grade of the qualification are internally assessed by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation. This policy is to ensure that candidates have the right to appeal against decisions made over these internal assessments and that a clear protocol is followed. If a candidate wishes to appeal against a decision made over results enquiry, the same process is followed.

Landau Forte College is committed to ensuring that students' work is assessed fairly, accurately and in accordance with the awarding body's specification for each subject.

The College ensures that all staff follow a robust Non-Examination Assessment (NEA) policy (for the management of GCSE and GCE non-examination assessments). This policy details all procedures relating to NEAs including the marking and quality assurance processes which relevant learning tutors are required to follow.

Candidates work will be marked by tutors who have appropriate knowledge, understanding and skill and who have been trained in this activity. Where more than one member of staff is involved in the assessment of a specific task, internal moderation and standardisation will take place within the team to ensure consistency of marking.

Appeals about centre assessed marks

On being informed of their centre assessed marks, where a student (or parent/carer) believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to her script, then the following protocol should be followed to consider whether to request a review of the centre's marking. Also, in the event that the College does not support a student's request for an enquiry of an external examination result, a similar protocol will apply.

1. The learning tutor who made the assessment decision should try and resolve the dispute with the student.
2. If this is unsuccessful then the Subject leader for the area involved should attempt to resolve the dispute. If parents have not been informed previously then they should be informed at this point.
3. If parents are still not satisfied then they should be informed that they have a right to appeal in writing to the Examinations Officer.
4. When the Examinations Officer receives the written appeal, they will inform the Vice Principal with responsibility for examinations who will in turn inform the Principal. The Examinations officer will try to resolve the appeal. If this is unsuccessful then a hearing will be convened at a date decided by the Examinations Officer.

Internal Appeals Hearings

The student who may be accompanied by their parent/carer will have the opportunity to appeal directly to a panel made up of the Vice Principal with responsibilities for examinations and 1 other senior member of staff chosen by the Vice Principal. This member of staff will not have been involved at any of the stages outlined above. Also present will be the member of staff who made the assessment decision which is subject to the appeal and the Subject Director involved at stage 2 above.

Hearing Procedure

1. The student and/or parent/carer will present their case.
2. The tutor and/or Subject Director will respond.
3. The panel will have the opportunity to ask questions.

The appeal hearing will determine whether the process used for internal assessment conformed to the awarding body's specification for that subject. As such appeals can only be made against the assessment process and not against the mark awarded. A written record of the hearing will be made, a copy of which will be sent to the student along with the adjudication. The centre will keep a copy and a record will be made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

Timeline

Whilst appeals should be made as early as possible, the only limitation on the completion of the appeal procedure is the date of issue of the certificate by the exam board. The Examinations Officer is responsible for ensuring that the Appeal is completed in time to inform the exam board of any change in a student's mark. In the case of an appeal concerning an enquiry about an external examination result, this will be the deadline for results enquiries.